

Fall Staff Survey (short version)
(Applicable to non-degree-granting institutions
that have 15 or more full-time employees)

Frequently Asked Questions

QUESTION: What is the difference between the two versions of the Fall Staff component and which version should I complete?

ANSWER: The long version of the Fall Staff component is applicable to all degree-granting institutions and system offices that have 15 or more full-time employees. The short version of the Fall Staff component is applicable to non-degree-granting institutions that have 15 or more full-time employees.

QUESTION: How often do you collect Fall Staff data and when?

ANSWER: Title IV degree-granting and non-degree-granting institutions and system offices that have 15 or more full-time employees are required to report Fall Staff data biennially in odd-numbered years (e.g., Fall 2003, Fall 2005, etc.). The Fall Staff component is part of the Winter data collection cycle.

During even-numbered years (e.g., Fall 2002, Fall 2004, etc.), reporting Fall Staff data is optional; IPEDS serves as a reporting mechanism during even-numbered years for those institutions that are required to provide data annually to their states or to other agencies.

QUESTION: When Fall Staff is optional in even-numbered years (e.g., Fall 2004), what year's data will be used to compare to the new, current data?

ANSWER: Fall Staff data from the last **REQUIRED** Fall Staff reporting period will be used to compare to the new, current data. For example, for the Winter 2004-2005 data collection cycle, Fall Staff data for the Fall 2004 reporting period are collected and will be compared to Fall Staff data from the Fall 2003 reporting period, which was the last **REQUIRED** Fall Staff reporting period.

QUESTION: Since Fall Staff is not required every year, what year's data will be reflected in the Prior Year Data Revision System?

ANSWER: The Prior Year Data Revision System will reflect Fall Staff data reported by institutions during the last data collection cycle. For example, during the Winter 2004-2005 data collection cycle, the "2003-2004 Prior Year Data Revision System" will reflect data from the Fall 2003 reporting period, which was collected during the last data collection cycle (Winter 2003-2004).

QUESTION: **What is an EEO-6 form and how does it relate to the collection of Fall Staff data?**

ANSWER: The Equal Employment Opportunity Commission (EEOC) previously collected these same data on the EEO-6 form. In 1993, IPEDS took over the collection of Fall Staff data. These data are made available to the EEOC and to the Office for Civil Rights.

QUESTION: **What information is collected on the short version of the Fall Staff component?**

ANSWER: The short version of Fall Staff collects the total number of employees at the institution by full- and part-time status, gender, race/ethnicity, and primary occupational activity.

QUESTION: **What are the major changes for Fall Staff from Winter 2003-2004 to Winter 2004-2005?**

ANSWER: There are no changes to the content of the questions, however, the instructions have been clarified to state the following information:

- Fall Staff is optional this year (Winter 2004-2005).
- Undergraduate students should **NOT** be included in Fall Staff.
- The deletion of the references "S1" and "S2", which previously referred to the long version of the Fall Staff component and the short version of the Fall Staff component, respectively.

QUESTION: **What is the period of reporting for Fall Staff?**

ANSWER: Institutions should report those persons on the payroll of the institution as of November 1 of the collection year.

QUESTION: **What types of employees should be included in Fall Staff?**

ANSWER: The following types of employees should be included in Fall Staff:

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll.
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- "Visiting" faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Does not include employees who work at branch campuses located in a foreign country.)

QUESTION: **What types of employees should NOT be included in Fall Staff?**

ANSWER: The following types of employees should **NOT** be included in Fall Staff:

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

QUESTION: **Are there codes and/or categories used to assist in the assignment of employees to the primary occupational activity categories?**

ANSWER: The Standard Occupational Classification (SOC) codes and categories, which are based on the 1998 revision, are listed in the instructions to aid institutions in their classification of employees by primary occupational activity.

QUESTION: **How is the Fall Staff component related to the other employee-related components (Employees by Assigned Position and Salaries)?**

ANSWER: All staff reported in the Fall Staff component are also included in the Employees by Assigned Position (EAP) component (either in the medical school section or the non-medical school section) in the same primary occupational activity categories as either full time or part time. Thus, the counts by category should be the same. There is no direct link between Fall Staff and Salaries; however, the number of full-time instructional faculty reported in the Salaries component should be less than or equal to the total number of full-time faculty reported in the Fall Staff component. (For additional information on the relationship between Fall Staff and EAP and between Fall Staff and Salaries, please refer to the detailed instructions and edit specifications (including the cross-survey edit specifications) for EAP, Fall Staff, and Salaries.)

NOTE: Most non-degree-granting institutions will not be required to complete a Salaries form.